

### Informational Handout Rubric

	100-90	89-80	79-70	Below 70
Creativity, Layout, and Format	<ul style="list-style-type: none"> <li>Demonstrates exceptional creativity in the depiction of required elements</li> <li>Overall organization, design, use of color and space make handout interesting and communicate information very well</li> <li>Completely follows the chosen format</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates creativity in the depiction of required elements</li> <li>Overall organization, design, use of color and space make handout interesting and communicate information well</li> <li>Follows the chosen format</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates creativity in the depiction of some required elements</li> <li>Overall organization, design, use of color and space make handout interesting and communicate information fairly well</li> <li>Somewhat follows the chosen format</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates little creativity in the depiction of required elements</li> <li>Overall organization, design, use of color and space fail to make handout interesting and fail to communicate information</li> <li>Chosen format may not be followed</li> </ul>
Content	<ul style="list-style-type: none"> <li>All required components and ideas are included</li> <li>All details appropriate and accurate</li> <li>All graphics are appropriate to text and complement content</li> </ul>	<ul style="list-style-type: none"> <li>Most required components are included</li> <li>Most details appropriate and accurate</li> <li>Graphics are appropriate to text and complement content</li> </ul>	<ul style="list-style-type: none"> <li>Some required components are included</li> <li>Some details appropriate and accurate</li> <li>Little use of graphics</li> </ul>	<ul style="list-style-type: none"> <li>Components missing</li> <li>Information presented is inaccurate and/or inappropriate</li> </ul>
Organization Neatness Mechanics	<ul style="list-style-type: none"> <li>All information is assembled in a neat, organized manner</li> <li>There are no errors in spelling, capitalization, punctuation, and/or usage</li> </ul>	<ul style="list-style-type: none"> <li>Most information is assembled in a neat, organized manner</li> <li>There are few errors in spelling, capitalization, punctuation, and/or usage</li> </ul>	<ul style="list-style-type: none"> <li>Some information is assembled in a neat, organized manner</li> <li>There are errors in spelling, capitalization, punctuation, and/or usage</li> </ul>	<ul style="list-style-type: none"> <li>Information presented in a disorganized manner with numerous errors in spelling, punctuations, and mechanics</li> </ul>
Usefulness Value	<ul style="list-style-type: none"> <li>Information included is highly useful to regular education teachers, ESL teachers, and parents.</li> <li>Information will assist in meeting the needs of second language learners</li> </ul>	<ul style="list-style-type: none"> <li>Information includes is useful to regular education teachers, ESL teachers, and parents.</li> <li>Information will assist in meeting the needs of second language learners</li> </ul>	<ul style="list-style-type: none"> <li>Information included is somewhat useful to classroom teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Information presented is of little use to classroom teachers due to inaccuracy and/or disorganization.</li> </ul>

Adapted from: [http://www.ri.net/schools/West\\_Warwick/Sites/shuttle/minfo%20handout%20rubric.htm](http://www.ri.net/schools/West_Warwick/Sites/shuttle/minfo%20handout%20rubric.htm)